



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.4.1	Subject: PHILOSOPHY/PROGRAMS COORDINATION, SUPERVISION, and EVALUATION
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4
Section 4: Training and Staff Development	Revision Date:
Signature: /s/ by Director 7/15/96	Effective Date: Dec. 1, 1996

I. POLICY:

It is the policy of the Montana Department of Corrections to ensure proper job performance and professional development through a well managed program structure which provides training to each staff member. Whenever possible, training programs shall be Montana Law Enforcement Academy (MLEA) certified through the POST council. All training programs shall reflect the mission of the Department and be evaluated annually to assure quality training is offered throughout the Department.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of the Department of Corrections
DOC 1.1.1 Purpose, Mission and Management Philosophy
MOM 3-0190 Education and Training

III. DEFINITIONS:

Post means Peace Officer Standards and Training

Standard Training Committee means the Staff Development and Training Unit and a representative from each program/facility.

IV. PROCEDURES:

The Department is committed to providing all staff with job-related training. Employee positions and responsibilities will determine the type and quantity of training required. Each facility/program will have an annual minimum training standard which must be met. Employees and supervisors are encouraged to convey other training needs to the Facility/Program Administrator or designee and the Training Unit. The Training Unit is responsible for training program

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development, the implementation, operation and coordination of the Department's MLEA/POST Certified training programs, providing requested training, curriculum research and development, and record keeping. Each program/facility is responsible for ensuring local implementation of all training policy.

Key components in developing the training program include designing training for the specific needs of each program/facility, and scheduling training in phases so that applicable standards, statutes, and policies are complied with throughout the Department. Training programs will be delivered in professionally developed formats to provide employees with the skills necessary to function competently and deliver quality services. Pre- and post-instruction testing and skill-based competency testing will be utilized to evaluate training effectiveness.

A. Objectives

General program objectives for training will be as follows:

1. To familiarize all employees with the Department's mission and facility/program mission, philosophy and goals.
2. To instruct all employees in Department policies, procedures, and programs.
3. To provide current employees with improved skills in their specialties.
4. To convey new job skills to employees in all specialty areas.
5. To develop human relations skills to assist in establishing productive, meaningful, and professional relationships with Department staff, offenders and others.

B. Responsibility

1. **Training Unit and the Standing Training Committee.** Overall training curricula will be developed, secured, coordinated, reviewed and approved by the Training Unit and the Standing Training Committee. The Training Unit shall be responsible for the Department's training functions.

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2. **Facility/program.** Facility/program orientation, site specific, and in-service training will be coordinated and implemented by the facility/program. Technical assistance from the Training Unit shall be available upon request.

C. Standing Training Committee

The Standing Training Committee shall meet at least twice each year to review curricula, budget, and other information related to Department training. The Committee will recommend training strategies and address emerging training problems and issues. As part of the committee process, each program/facility representative will outline mandatory staff requirements to assist in scheduling individual specialty training programs. The Committee may, with the concurrence of the supervising department head, recommend specialized training for one or more employees. The Committee will submit an annual Department training plan to the Management Team for review.

D. Resources

1. Adequate space will be provided for all in-house training activity.
2. Adequate funding will be provided for in-house and outside training.
3. The Training Unit should use outside resources, such as colleges, universities, and federal/state/local agencies, for guidance and assistance in developing and conducting training programs.
4. Sufficient resources will be provided to support the necessary record keeping systems for the training programs.

E. Program Implementation and Evaluation

All training will be planned, managed and coordinated in accordance with applicable policies to ensure compliance with the following:

1. Department level - Management and coordination of the overall Department training is the responsibility of the Training Unit. All facility/program training programs will be

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approved by the Training Unit which will annually review all training operations and plans to:

- C assess the program
- C assure that training is presented by qualified individuals
- C resolve problems
- C report problems and notable accomplishments to the Professional Services Division Administrator, and
- C identify specific training programs or individual skills that may have Department-wide application.

The Training Unit will provide an annual written assessment of the Department's training equipment and classroom space, budget and funding concerns and recommendations, evaluation of the annual training plan structure based upon predetermined outcome measures, an assessment of potential training resources, and recommendations for changes in the training curricula.

2. Facility/program level - The Standing Training Committee member or a designee, with the assistance of the Training Unit, will develop the overall training structure for the program/facility. The Committee member will provide for an ongoing formal evaluation of all training activities that will be presented in an annual written report to the program/facility administrator and the Standing Training Committee. This report should include:
 - C assessment of the space and equipment provided for the training programs
 - C training budget and funding recommendations
 - C annual training plan evaluation and revision recommendations
 - C assessment of potential training resources, and
 - C recommendations for changes in the training curricula.

V. CLOSING:

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Questions concerning this policy shall be directed to the Training Unit and/or the Standard Training Committee if issues arise at the facility/program level.